

MPG 1100.1

REVISION B

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# **MARSHALL PROCEDURES AND GUIDELINES**

**CD01**

## **MARSHALL SPACE FLIGHT CENTER ORGANIZATIONAL MANUAL**

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		2/3/00	This document is a complete rewrite of MM 1107.1.
Revision	A	2/15/01	Updated URL in Section P.5, References.
Revision	B	5/29/01	NHB 1101.3 was changed to NPG 1000.3 throughout the document.

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## PREFACE

### P.1 PURPOSE

This Marshall Procedures and Guidelines (MPG) describes Marshall Space Flight Center's (MSFC's) procedures and guidelines for establishing, modifying, and documenting the MSFC organization structure and the organizational change process. MSFC organizational charts and charters are available on-line at <http://caer.msfc.nasa.gov/org/officialchart.htm>

### P.2 APPLICABILITY

The MPG applies to all MSFC personnel involved in the organizational change process.

### P.3 AUTHORITY

NPG 1000.3, "The NASA Organization"

### P.4 APPLICABLE DOCUMENTS

- a. NPG 1000.3, "The NASA Organization"
- b. NPG 1441.1, "NASA Records Retention Schedule"

### P.5 REFERENCES

- a. NPG 1000.3, "The NASA Organization"
- b. <http://caer.msfc.nasa.gov/org/officialchart.htm>

### P.6 CANCELLATION

MPG 1100.1A dated February 15, 2001

Original Signed by  
Sidney P. Saucier for

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Director

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## DOCUMENT CONTENT

### 1. DEFINITIONS

1.1 Basic Organization. Basic MSFC organizations are comprised of elements which are headed by officials reporting directly to the Center Director, as appearing on the organization chart approved by the Associate Administrator, Office of Space Flight, in accordance with NPG 1000.3, "The NASA Organization," paragraph 6.2.4. Basic organizational charts/charters are signed by the Center Director.

1.2 Organizational Charters. Formally approved documents that establish or modify MSFC organizations, including mission statements and enumerated responsibilities.

1.3 Organizational Charts. Formally approved charts that reflect new or modified organizational structures.

1.4 Staffing Plan. A chart showing the makeup of a basic organization and reflecting proposed movement of positions or employees from one organizational element to another.

### 2. RESPONSIBILITIES

2.1 The Human Resources Department (HRD), Customer and Employee Relations Directorate, manages the formal MSFC organization chart/charter system to ensure that organizations are designed to minimize layering, fragmentation, and overlapping responsibilities, and in accordance with good position and organizational management practices. The HRD advises the Center Director on the merit of proposed changes, coordinates with NASA Headquarters on charters requiring Headquarters' approval, and makes appropriate distribution of approved changes.

2.2 Heads of basic Center organizations are responsible for incorporating techniques that promote the greatest capability of the human workforce, physical and fiscal resources, and which are efficient and responsive toward meeting Agency and Center missions.

2.3 Supervisors are responsible for developing proposals to establish or modify their organizations or to assign functional responsibilities and submitting proposals through the organizational head to the Human Resources Department (CD10).

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### 3. PROCEDURE

3.1 When organizational changes are necessary, the organizational head will submit the following to the Director, HRD:

3.1.1 A memorandum addressed to the Director, Customer and Employee Relations Directorate, describing proposed changes to the organizational chart and/or charter;

3.1.2 A red-lined version of the original chart/charter; and

3.1.3 A proposed staffing plan.

3.2 Upon receipt, HRD reviews the proposed changes, works with the organizational head to resolve issues, and prepares the package for submission to the Center Director or NASA Headquarters as appropriate. Upon approval, HRD makes appropriate distribution to basic organizations and the on-line web-based charts and charters manager.

3.3 Official MSFC charts/charters can be accessed at <http://caer.msfc.nasa.gov/org/officialchart.htm>. To view specific Directorate/Office charts, double-click on the Directorate/Office block. To view charters, click on the blue "Go To Charters" link at the top left of the organizational chart screen.

### 4. RECORDS

Official MSFC charts and charters are permanent records maintained in the Human Resources Department. Disposition is in accordance with NPG 1441.1, "NASA Records Retention Schedule" (NRRS), schedule 1/12.

### 5. FLOW DIAGRAM

None